

7 June 1961

Rec'd 3-3-3
Shelving

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Attached are three possible shelving arrangements for your secured area in the New Building. According to the Building Planning Staffs drawings your area is 10' by 12'-8", inside measurements. Ceiling height is 108" which will allow your shelving to be erected to a height of 93" or 8 shelves high. Each shelf will hold approximately 3 linear feet of material.

I suggest that you use Plan Number 1 because it gives you more filing capacity and will conform to room lighting more so than Plans 2 and 3. The Planning Staff tells me that lighting in secured areas is at five foot intervals and is installed at right angles to the long axis of the area.

In addition to information you will need to prepare your requisition (which is listed as it should appear on your requisition) the attached literature is of the type shelving I think fits your requirements best.

If I can be of further help, please call me.

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